Quarterly Progress Report (QPR) for Grantees

A quick reference for the QPR in the HRSA EHBs.

Process Summary

You must be a HRSA EHBs account holder to access the Quarterly Progress Reports (QPR) Module.

The QPR module is used to provide quarterly reports to HRSA concerning any project awarded through the School Based Health Center Capital Program or the Capital Development Grant program.

The QPR must be submitted electronically to HRSA through the EHBs until all projects have been completed and you have finalized your report.

Accessing the QPR

The QPR is found in the HRSA EHBs Grant Handbook for your grant. To access your **Grant Handbook**, and the QPR, perform the following steps:

1. Log into the HRSA EHBs using your Grantee login and password.
2. From the **Grants Home** page, under Grants Portfolio in the Left Side menu, click the View Portfolio link.
   - There may be one or more grants listed.
3. For a Capital Development Grant or School Based Health Center Capital Program, click the Open Grant Handbook link.
   - The **Grant Handbook** for the selected grant will open.
4. From the **Left Side** menu, under Submissions, click the Progress Report link.
   - The **Progress Report** page opens showing top level information about the progress report, and **Action** links to:
     - Submit Report –submit the progress report to HRSA when the report is completed.
     - Edit Report–Open the progress report to edit.
     - View Report–Open a read only version of the report to view or to print.
     - View Related NGA–Open a read only version of the related Notice of Grant Award for the Grant.
5. To begin the progress report editing process, click on the Edit Report link.

Progress Report Overview

Process Information

1. From the **Left Side** menu, click on the Process Information link.
   - The **Process Information** page will open showing top level information about the Grant, including who started the report, users with permission to view, edit or submit the report, and *View* links to:
     - Application
     - Previous Quarter(s) Report
     - Related NGA
     - Related Documents

Note: To understand QPR requirements, refer to the Reporting Manual available in the Related Documents link. The link will open in a new window listing the Reporting Manual and other helpful documents. Click the View link to access the documents.

2. To move to the next page, click the "Proceed to Status Overview" button, or click the Status Overview link in the **Left Side** menu.

Status Overview

The **Status Overview** page opens showing the status of each of the forms in the QPR. All forms must show a status of *Complete* before the report can be submitted to HRSA.

1. Under the *Action* column, click on the Update link to edit that page of the progress report.
   - The progress report pages are also accessible from the **Left Side** menu.

QPR Cover Page

Under the **Cover Page** heading in the **Left Side** menu, there are links for Contact Information and Page 1 of the QPR.

Contact Information

On the **Contact Information** page, you will configure the *Designated Point of Contact* for the QPR.

1. If a Point of Contact has not been configured, click the "Add" button.
2. If a Point of Contact has been listed, and you wish to update the point of contact information, click the "Update Information" button.
3. If you wish to change the Point of Contact, click the "Delete" button, and confirm. When returned to this page, click the "Add" button to configure the new Point of Contact.
4. Click the "Save and Continue" button to move to the next page.

SF-PPR - Page 1 Summary

On the **Page 1 Summary** page, the question "Is this report the final report" must be answered by selecting "Yes" or "No."

1. If you answer question #8, "No" you may move to the next form.
2. If you answer question #8, "Yes" please answer questions #10a, #10, and attach any related documents by clicking the "Attach File" button (limit of 5 documents).
3. When completed, click the "Save and Continue" button.

Progress Data

In the Progress Data section, there may be up to 3 forms to complete, depending on the project status and the total project cost

There may be one or more projects listed on the Project(s) List page.

SF-PPR - Page 3 Project Data

1. On one of the listed projects under **Action,** click the "SF-PPR Page 3 - Project Data" button.
2. On the **Project Data** page, in the *Project Status* section, select a *Status* from the list.
3. If the project status is identified as Not Started; Less than or equal to 50% Complete; or Greater that 50% and Less that 100% Complete, complete the Project Narrative and attach photos of the current project status by clicking the "Attach" button (maximum of five files).
4. If the project status is identified as Completed, answer questions #1a; #1b; #1c; complete the Project Narrative; and attach photographs by clicking the "Attach" button (maximum of five files).
5. When completed, click the "Save and Continue" button to move to the next page.

SF-PPR - Page 3 Project EVM Data

If a project type is either Construction or Alteration/Renovation, and the total project cost exceeds $1,000,000, an additional button will appear in the **Action** menu for the project to provide Earned Value Management (EVM) data.

1. For the project that exceeds $1,000,000 in total project costs, click the "SF-PPR Page 3A - Project EVM Data" button.
2. On the SF-PPR Page 3A - Project EVM Data page, in the EVM Data section, choose the appropriate answer for the *Project Schedule* and *Project Budget* sections.

EVM Data - Project Schedule

1. If you select "On Time," nothing further is required.
2. If you select "Behind Schedule," answer the displayed question #1a.
3. If you select "Ahead of Schedule," answer the displayed question #1b.

EVM Data - Project Budget

1. If you select "On Time," nothing further is required.
2. If you select "Under Budget," answer the displayed question #2a.
3. If you select "Over Budget," answer the displayed questions #2b.

When all EVM Data sections are completed, click the "Save and Continue" button.

SF-PPR Page 4 Project Closeout Data

If the QPR was marked as complete in step 4 of the **SF-PPR - Page 3 Project Data** section, there will be a "SF-PPR Page 4 - Project Closeout Data" button for that project on the Projects Lists page.

1. To closeout the completed project, click the "SF-PPR Page 4 - Project Closeout Data" button associated with the completed project.
2. Complete or edit the appropriate fields
3. Click the "Save and Continue" button.
4. After completing the appropriate progress report data, click the "Continue" button on the Project(s) List page.

Review Page

1. Under Review and Submit in the **Left Side** menu, click on the Review link.
   - The **Table of Contents** page will open displaying a read only version of the QPR.
2. Click on the "Print" button to print the **Table of Contents**.
3. Click on the "Print All HTML Forms" to print all of the forms.
4. Click on the View links for each form to view a read-only version of that form.
5. Click the "Continue" button to move to the next page.

Submit Page

1. Under **Review and Submit** on the **Left Side** menu, click on the Submit link.
   - A **Status Overview** page will open showing the status of each form in the QPR.
   - All forms must show a status of *Complete* before the QPR can be submitted successfully.
2. To edit any of the forms, click on the Update link associated with the form.
3. When all forms are *Complete*, click the "Proceed to Submit" button.
4. On the **Certification** page, type "I Agree" in the field provided, and click the "Submit Report" button.
   - A Success page opens stating "Report was successfully submitted and received by HRSA" message, displaying a tracking number for this transaction.

Note: Use this tracking number for all correspondence with the BPHC Help Desk concerning questions or issues related to the submission.

5. To print this information, click the "Print this page" button.

Change Requested By Project Officer (PO)

After submitting a QPR, it may be returned for changes by the Project Officer (PO). It will be listed in your **Grant Handbook** on the **Progress Report** page with a Schedule Status of *Change Requested.* Open the *Change Requested* progress report, make the necessary changes, and then resubmit the report following the steps for a standard progress report.

For Help and Support

Call the BPHC Help Line: 877-974-BPHC (2742); Weekdays from 8:30 AM to 6:00 PM EDT.

Email the BPHC Help Line: bphclelpline@hrsa.gov